

Town of Big Flats Water Department

Instructions for New Water Tap and Service Connection Application

Application Fee – A \$75.00 is required for this application.

Property Owner – This is the name and address and contact information for the owner of the property as listed on the Big Flats Tax Roll.

Agent of Owner – This title refers to the person who is in charge of the project and is acting on behalf of the property owner.

Certificate of Insurance – The Town requires that the ‘Town of Big Flats’ be named as an additional insured for the project. A COI is issued by the projects’ insurance company.

New Construction – If this project is new construction we require the Building Permit number as issued by the Code Enforcement Office.

Physical location – Please give us the Big Flats Parcel/Tax ID#. This is available from the Assessor’s office. It should also be on the building permit. We also require the physical location or actual address. Street numbers are issued by the Code Department only. If you have been given a number by anyone else be sure to check with the Code office to ensure accuracy.

Sewer or Septic – Please check the appropriate box.

Residential or Non-residential– Please check the appropriate selection. We also need to know the type of occupancy.

Non-residential Info – Provide a brief description of the business and SIC if known.

Water consumption – Provide an estimate of the daily and peak consumption figures. We also would like an estimate of the number of employees and the number of restrooms on site.

Backflow – Provide the brand, model and location of all backflow devices to be installed.

Sketch plan– Provide a sketch to show the future water line and connection.

Tap info – This is filled out by the Water Department.

Signatures – The Owner/Agent signs and dates the application.